



Volunteer Code of Conduct

As a Shawnigan Lake Historical Society (SLHS) volunteer, I agree to respect and follow this Code of Conduct at all times.

- I will read the Position Description provided and understand the role I have been asked to do.
- I understand that when I wear my SLHS identification or clothing I am representing the SLHS and will maintain high standards of integrity and service and positively represent the Society in conduct and communications.
- I will follow all provided written policies, guidelines and established reporting structures. I will follow the directions of staff when volunteering.
- I will communicate in a respectful and courteous manner, be it verbal or written. I am committed to treating others with respect and consideration, and in promoting a spirit of cooperation.
- I will report unsafe conditions or other concerns to staff to ensure the safety of myself and others.
- I will not use my volunteer position for personal financial gain or as a vehicle for promotion for any other cause.

Confidentiality Agreement

- I will not comment publicly, including in social media, about incidents, people or other organizations that I become aware of through the course of my volunteer work.
- I understand that personal information, lists and data are to be treated with confidentiality and not shared for any purpose other than for which they were collected. I will not take photos/videos/digital images of participants, volunteers or staff while volunteering.
- I will ensure that any questions I have regarding the sharing or releasing of information will be addressed with staff.
- I will refer all media inquiries to staff and will not speak to the media on behalf of the SLHS.

Applicant Signature: _____ **Date:** _____

Applicant Name (please print): _____

Parent/guardian signature if volunteer is under 19 years: _____